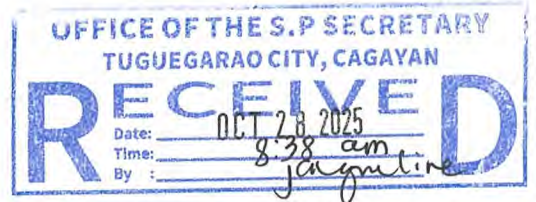


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Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com

OFFICE OF THE CITY MAYOR

27 October 2025

THE HONORABLE MEMBERS

Sangguniang Panlungsod
This City

Thru: HON. ROSAURO RODRIGO G. RESUELLO
Vice Mayor and Presiding Officer

Dear *Honorable Members of the Sanggunian*:

Herewith is the Application for an Additional License to Sell to be issued by the Department of Human Settlements and Urban Development (DHSUD) with the Legal Comment of the City Legal Officer, for your information and appropriate action.

Thank you!

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- DHSUD
- CLO





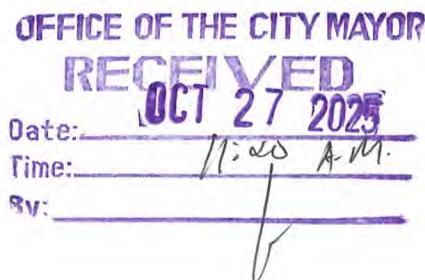
Republic of the Philippines
Province of Cagayan
Tuguegarao City
CITY LEGAL OFFICE
2nd Floor, Tuguegarao City Hall, Carig Sur,
Tuguegarao City Cagayan 3500
Email: citylegal.tug@gmail.com



Legal Comment No. 33 Series of 2025

October 27, 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor
This City

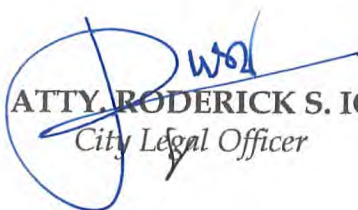


Dear Mayor Ting-Que:

This has reference to the application for an Additional License to Sell to be issued by Department of Human Settlements and Urban Development (DHSUD). After a thorough perusal and evaluation of the submitted documents, it appears that the requirements for the application for a Certificate of Registration and License to Sell have been duly complied with.

It is further observed that no authority or approval from the City Council is necessary for the said application, considering that the concerned **Phase I** of the same project was previously approved without such requirement. Hence, the present application for **Phase II** may be processed in accordance with existing laws, rules, and regulations governing the issuance of Certificate of Registration and License to Sell by the DHSUD.

Very truly yours,


ATTY. RODERICK S. IQUIN
City Legal Officer



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY
City Engineer's Office



BAGONG PILIPINAS

24 October 2025

HON. MAILA ROSARIO S. TING-QUE
City Mayor

OFFICE OF THE CITY MAYOR

OCT 24 2025

Date: _____
Time: 2:25 pm
By: _____

Dear Hon. Ting-Que

Greetings in the Name of Public Service!

This refers to the Notice of Deficiency in Requirements for the application for an Additional License to Sell issued by the Department of Human Settlements and Urban Development (DHSUD) for the Tuguegarao City People's Memorial Park Phase 1, situated in Barangay Pengue-Ruyu, Tuguegarao City.

The City Government has already complied with the said requirements. Hence, the undersigned respectfully endorses the following documents for proper submission to the Department of Human Settlements and Urban Development (DHSUD):

- ✓ A. Application for Certificate of Registration and License to Sell (CR/S) for Subdivision Projects, Cemetery, and/or Memorial Projects.
- ✓ B. Registration Statement.
- ✓ C. Notarized Undertaking to Change Project Name.
- ✓ D. Certification of No Liens/Encumbrances and Undertaking
- ✓ E. Notarized Site Inspection Report/Fact Sheet for Subdivision and Other similar Real Estate Development Projects.
- ✓ F. Program of Development (Bar Chart with S-Curve, Gantt Chart/PERT-CPM, etc.)
- ✓ G. Transfer Certificate of Title (TCT).
- ✓ H. Bill of Materials and Cost Estimates.
- ✓ I. Approved Survey Plans and Summary of Lot Descriptions.
- ✓ J. LGU Approved Electrical Plan and Specifications.

For your favorable endorsement and transmission to DHSUD, please find the above-listed documents attached for your reference and appropriate action.

Thank you.

Respectfully yours,


WENCESLAO M. ARAO, JR.
City Engineer